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| <b>Keywords</b>  | Discovery Metadata, Desktop Metadata Editor.   |

### Metadata Maestro 3.1 Download

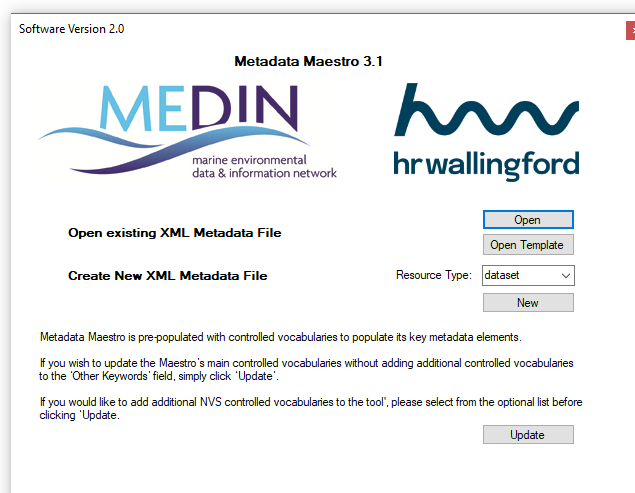
Metadata Maestro 3.1 can be downloaded from the MEDIN Github at: [https://github.com/medin-marine/Discovery-Standard-public-content/tree/main/metadata\\_maestro\\_3\\_1](https://github.com/medin-marine/Discovery-Standard-public-content/tree/main/metadata_maestro_3_1)

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# MEDIN Metadata Maestro 3.1 User Guide

## Introduction to MEDIN Metadata Maestro 3.1

Welcome to MEDIN Metadata Maestro 3.1, a powerful tool designed to streamline the creation, management, and standardisation of metadata for marine environmental data. Developed by HR Wallingford for the Marine Environmental Data and Information Network (MEDIN), this tool supports MEDIN's mission to enhance the accessibility and sharing of marine data within the UK.



Metadata Maestro 3.1 enables users to generate metadata records that adhere to the MEDIN Discovery Metadata Standard v3.1. The MEDIN standard guarantees that metadata is consistent, comprehensive, and effective for discovering and understanding marine datasets. With its user-friendly interface, Metadata Maestro simplifies the process of creating metadata in formats that can be easily shared and integrated with other data management systems.

## Key Features:

**User-Friendly Interface:** The tool organises metadata elements into category tabs making it easy for users to navigate and fill out the required information.

**Compliance Checking:** The tool uses a color-coded system to ensure metadata records comply with the MEDIN standard (Red for mandatory, green for conditional, white for optional).

**Multi-Standard Compliance:** Metadata Maestro supports the creation of metadata compliant with MEDIN v3.1, GEMINI 2.3, and ISO19115: 2003 discovery metadata standards.

**Tooltip Assistance:** Hovering over field titles provides descriptions and requirement rules, guiding users through the process of creating compliant metadata.

**Pre-Populated Controlled Vocabularies:** Metadata Maestro comes with built-in controlled vocabularies to help populate key metadata elements accurately and consistently.

**Controlled Vocabulary Caching:** Users can easily integrate additional controlled vocabularies from the NERC Vocabulary Server into the tool, enhancing metadata description capabilities.

**Templating:** Users can create customisable metadata record templates by prepopulating selected metadata fields, making it easy to efficiently generate multiple related metadata records.

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## 1. Installing Metadata Maestro 3.1

1. Download Metadata Maestro 3.1 from the MEDIN Github at [https://github.com/medin-marine/Discovery-Standard-public-content/tree/main/metadata\\_maestro\\_3\\_1](https://github.com/medin-marine/Discovery-Standard-public-content/tree/main/metadata_maestro_3_1)

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2. Once the download is complete, double-click on the installer file named 'MedinMaestro31Installer.exe'.
3. Choose your destination folder. The default location is set to C:\MedinMaestro. If you want to install it in a different folder, click 'Browse' and select your preferred folder.
4. Click 'Install' to start the installation process.
5. Once the installation is complete, click 'Close'.

Congratulations! Metadata Maestro 3.1 is now installed on your computer!

## 2. Launching Metadata Maestro 3.1

1. Locate the Metadata Maestro 3.1 application in your Start menu or on your desktop.
2. Double-click to open it.

## 3. Updating and Managing Controlled Vocabularies

### 3.1 Updating Existing Controlled Vocabularies:

Metadata Maestro comes with pre-populated controlled vocabularies to populate key metadata elements.

To update existing vocabularies:

- Click 'Update' to refresh Maestro's controlled vocabularies without adding new ones.

### 3.2 Adding Additional NVS Controlled Vocabularies:

If you want to add more NERC Vocabulary Server (NVS) controlled vocabularies to the 'Other Keywords' field:

- Select your desired vocabulary from the NVS controlled vocabulary collection.
- Then click 'Update'.

### 3.3 Viewing Cached NVS Controlled Vocabularies:

To view a list of the vocabularies you've added:

- Open the NvsOtherVocabsCached.csv file located in  
C:\Users\[YourUsername]\AppData\Roaming\MedinMaestro\resources\CodeList.

### 3.4 Clearing Cached NVS Controlled Vocabularies:

If you find that the number of NVS terms or collections you have cached in the tool exceeds the limit of the 'Other keywords' field, these can be removed from the tool. To remove previously added NVS controlled vocabularies from the 'Other Keywords' field:

1. Close Metadata Maestro.
2. Navigate to C:\Users\[YourUsername]\AppData\Roaming\MedinMaestro\resources\CodeList.
3. **IMPORTANT:** Before proceeding, back up the CodeList directory as a precaution.
4. Delete the XML file(s) listed in the NvsOtherVocabsCached.csv file.
5. Delete the NvsOtherVocabsCached.csv file.
6. When reopening Metadata Maestro, the 'Other Keywords' field in the Keywords tab will be empty.

### 3.5 Troubleshooting:

If errors occur after clearing vocabularies:

- If errors occur after clearing vocabularies, replace the CodeList directory with the backup you created.

## 4. Creating or Editing an XML Metadata File

### 4.1 Create a New XML Metadata File

1. Open Metadata Maestro 3.1.
2. Select a Resource Type: **dataset**, **series**, or **service**.
3. Click 'New' to start creating a new XML metadata file.

### 4.2 Open an Existing XML Metadata File

1. Click 'Open'.
2. Navigate to the location of your existing XML metadata file on your computer.
3. Select the file and click 'Open'.

### 4.3 Populating the Tool

Metadata Maestro categorises metadata elements by relevance into a series of tabs on the left side of the tool's interface. The metadata element fields are displayed on the right side.

1. Begin populating the metadata fields to generate a MEDIN compliant XML metadata file using the Metadata Builder interface.
2. You can also create metadata compliant with three different standards by selecting from the tabs at the top of the tool. These tabs allow you to choose and create metadata compliant with MEDIN v3.1, GEMINI v2.3, or ISO19115: 2003. The metadata element fields will adjust dynamically based on the selected standard.

The screenshot displays the 'Metadata Builder' application window. At the top, there are three tabs: 'Populate as MEDIN 3.1' (selected), 'Populate as GEMINI 2.3', and 'Populate as ISO 19115-2003'. Below the tabs is a 'File name:' field and a 'View Documentation' button. The left sidebar contains a list of metadata categories: 'Titles + Abstract' (highlighted in red), 'General Settings' (green), 'Unique Resource IDs' (red), 'Distribution Info Formats' (red), 'Resource Locators' (white), 'Responsible Parties' (red), 'Spatial Reference System' (red), 'Conformity' (white), 'Lineage + Additional Info' (red), 'General Identification Info' (red), 'Spatial Information' (red), 'Temporal Reference' (red), 'Access and Use' (red), 'Keywords' (red with an exclamation mark), 'Topics' (red), 'Vertical Extent Information' (green with an exclamation mark), and 'Extent' (white). The main area on the right is titled 'Titles and Abstract:' and contains three input fields: 'Resource Title (M):' (a single-line text box), 'Alternative Title (O):' (a single-line text box), and 'Resource Abstract (M) (must be at least 100 characters):' (a large multi-line text area). At the bottom of the window, there are buttons for 'Save', 'Save As', 'Missing/incorrect mandatory data' (red), 'Conditional data' (green), 'Optional/complete data' (white), and 'Open/New'.

3. Complete the relevant metadata element fields in each tab. Ensure that all Mandatory and the relevant Conditional fields are populated correctly. For detailed information on field requirement levels and compliance checking, please refer to the "[Ensuring Compliance with MEDIN Standard Rules](#)" section.
4. To return to the tool's main interface, click the 'Open/New' button located at the bottom right corner of the Metadata Builder interface. Remember to save any changes made to your metadata record before proceeding.

## 4.4 Field Colours & Requirement Levels

- **Mandatory (M) fields** are red. This means that element must be filled in under all circumstances.
- **Conditional (C) fields** are green meaning that element must be completed for the resource type being described if certain conditions are met.
- **Optional (O) fields** are white. This element may be filled in if desired.

Once a Mandatory or Conditional field is populated, the metadata field will turn white.

MEDIN encourages metadata creators to populate optional elements if they have the knowledge, as this provides more detailed information for people to search on, allowing better access to and re-use of data.

## 4.5 Using Tooltip Pop-Ups for Assistance

- Descriptions and requirement rules for each element can be found by hovering your cursor over the titles next to each field.
- A PDF of the MEDIN Standard v3.1 guidance document can be also accessed by clicking the 'View Documentation' button on the top right of the tool's interface.

# 5. Ensuring Compliance with MEDIN Standard Rules

**IMPORTANT:** By following the compliance steps below, you will ensure that your metadata record is valid and adheres to MEDIN Standard Rules. Failing to follow these steps may result in your metadata record not passing validation checks on data portals that publish MEDIN-compliant metadata.

- Make sure all **Mandatory** fields are populated.
- Complete **Conditional** fields in accordance with the element descriptions outlined in the tooltip pop-ups.
- Once the categorised tabs on the left side of the tool's interface are populated correctly, they will turn white.

## 6. Creating Customised Templates

1. Begin by creating a new metadata file and populating the fields that you want to be repeated throughout each metadata record using this template. Save the XML record.
2. Once saved, return to the main interface of the tool by clicking the 'Open/New' button located at the bottom right corner of the Metadata Builder interface.
3. To access and work with your template, click 'Open Template' in the main interface of the tool and navigate to the template you created.
4. You will find all the fields you previously populated now available in the template. Fill out the remaining fields until the record is complete, then click 'Save As' at the bottom left corner of the tool.
5. After saving the metadata record, the tool will revert back to the original template with the initially populated fields.
6. Repeat this process to create all necessary metadata records using the template.

## 7. Uninstalling Metadata Maestro 3.1

1. Open Windows Explorer and go to the C: Drive (Windows (C:)) or the Destination Folder that was specified at installation.
2. Find and open the folder named 'MedinMaestro'.
3. Double-click on the file called '**uninstall.exe**'. You will see a pop-up message that says: "Permanently remove Metadata Maestro".
4. To uninstall the software, click 'OK'.
5. If you change your mind and want to stop the uninstallation, click 'Cancel'.
6. Once the uninstallation is complete, click 'Close'.

That's it! Metadata Maestro 3.1 has been successfully uninstalled.